

Official file
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INSTRUCTION NO.

LI 45-5

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LOGISTICS

Revised 9 January 1968

SUBJECT: Procurement and Issue of Technical Reference Material

1. PURPOSE

This Instruction prescribes the procedure for the procurement, issue and maintenance of technical logistics reference publications and the manner in which such publications may be obtained through the Logistics Reference Room of the Supply Division (hereinafter referred to as the Reference Room).

2. GENERAL

In order to eliminate duplication of effort and to conserve expenditures, in equipment and space, all technical logistics reference publications, including newspapers, periodicals, and miscellaneous publications will be obtained from, or through, the Reference Room, 1126 Ames Center Building, extension 3086.

3. RESPONSIBILITIES

a. The Chief, Reference Room, is responsible for:

- (1) Approving expenditures of publication funds for the Office of Logistics.
- (2) Reviewing all Office of Logistics requests for procurement of publications to ensure the most effective use of publication funds.
- (3) Maintaining publications centrally to the maximum extent possible and issuing material from the collection, on a loan basis, as required.

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- (4) Furnishing research assistance to Agency components regarding availability, identification, and prices of commercial items.
- (5) Ensuring that requests for data on commercial equipment are compatible with the sterility requirements to be placed on the eventual procurement transaction.
- b. Each staff and division chief is responsible for acting in an advisory capacity to the Chief, Reference Room, on matters regarding the selection of material for the technical collection and for approving requests for publications originating within the staff or division.
- c. Personnel who have acquired publications on loan from the Reference Room will be responsible for returning or accounting for publications prior to their separation or transfer from the Office of Logistics.

4. PROCEDURES

- a. Requests for temporary loans of reference publications available in the Reference Room will be made verbally to the Chief, Reference Room.
- b. Publications to be used outside the Reference Room will be issued on a receipt basis for either a temporary or indefinite loan. Publications issued on an indefinite loan will be returned to the Reference Room when no longer needed by the borrower. Publications issued on a temporary basis will be returned to the Reference Room within one week.
- c. Requests for a publication desired on an indefinite loan basis will be submitted to the Reference Room on Form 357, signed by the chief of the requesting staff or division. Forms 357 may be obtained from the Reference Room. Personnel not assigned to the Office of Logistics may request publications utilizing Form 1395, which may also be obtained from the Reference Room.

GEORGE E. MELOON
Director of Logistics

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